

INTEGRATED MANAGEMENT

AT SANDIA NATIONAL LABORATORIES

Doing quality work while protecting our
people, the environment, and
our nation's security



Your Responsibilities:

- Work safely and securely.
- Know how your actions impact the safety and security of others.
- Protect each other, the public, and our environment.
- Protect SNL assets (information and property).
- Obey barricades, signs, postings, labels, and tags.
- Ask questions when in doubt, and communicate any concerns.
- Do not participate in activities you believe are unsafe or compromise security.
- Question persons without a badge or who are not working safely or securely.
- Complete training requirements for your work area and activities.
- Provide feedback to make improvements.

Integrated Safeguards & Security Management (ISSM) at Sandia

ISSM Objective

To integrate Security into management and work practices at all levels so that missions are accomplished securely. Sandia management and staff are responsible and accountable for security implementation.

"Build In" Security

As you already do for ES&H through the Integrated Safety Management System (ISMS), apply the five core functions (below) to your work processes so that security issues are addressed during planning, performance, and assessment phases. Applying these common-sense elements will enable you to carry out Sandia's mission, while protecting vital national assets.

- 1. Plan Work** - Translate missions into work: identify potential requirements, set expectations, identify and prioritize tasks, identify related security assets, and allocate resources.
- 2. Evaluate Risk** - Analyze security risks associated with work to determine applicable requirements.
- 3. Implement Controls** - Tailor and implement controls to mitigate risk.
- 4. Perform Work** - Establish security measures, and perform work accordingly.
- 5. Improve Process** - Gather feedback about the adequacy of security measures and controls, implement improved work processes, and share best practices and lessons learned.

Sandia has an effective security program. To remain robust, we must undergo periodic reviews and improvements. Line ownership of security and protection measures strengthens, sustains, and improves security; those responsible for operational success are also accountable for the security of those operations. ISSM helps ensure that everyone has personal responsibility and accountability for security related to their work, that they:

- ★ Are aware of what needs to be protected in their workplace (and why).
- ★ Can locate and understand security requirements and what they need to do to perform their work securely.
- ★ Can ask questions and obtain answers about security requirements and issues.
- ★ Are encouraged to provide their ideas about how security might be improved.

Exemplifying the "ISSM Spirit"

Security personnel strive to ensure that requirements tell you the "what" that needs to be accomplished, while allowing you, whenever practical, to determine the "how." Your participation on Security teams, review of draft security practices, and participation in pilot projects will result in simpler, more transparent security processes that meet your operational needs.

Provide suggestions to your manager, Division's or Center's Security Representative, or to Security personnel. This feedback is an important part of Sandia's ability to meet our mission securely and safely. Sandia management uses your input to provide feedback to DOE/NNSA to help ensure we can apply resources effectively.

2002

May	June	July	August	September	October
Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S
1 2 3 4	1	1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31	29 30	27 28 29 30 31

2003

November	December	January	February	March	April
Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S	Su M T W Th Fr S
1 2	1 2 3 4 5 6 7	1 2 3 4	1	1	1 2 3 4 5
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8	6 7 8 9 10 11 12
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15	13 14 15 16 17 18 19
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22	20 21 22 23 24 25 26
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30